MANIILAQ ASSOCIATION 10/04

Title: Behavioral Health Services Director Department: Behavioral Health Services

Housing Priority: 1 Safety Sensitive: Yes Range: 19 Status: Exempt Name Check: Yes Fingerprints: Yes

POSITION SUMMARY

Leads the work of the division and holds the team accountable for the success of programs. Monitors the progress of continuous improvement projects, periodically evaluates and makes appropriate process adjustments. Determines resource needs and effectively allocates available resources. Sets division policy in areas of program emphasis and operation guidelines and coordinates program efforts with other divisions and community resources. Communicates all division policies and priorities to subordinates.

PRINCIPLE DUTIES AND RESPONSIBILITIES

- 1. Assists Administrator of Social Services in the planning and implementation of continuous improvements with clear internal and external protocol.
- 2. Coordinates development of the Behavioral Health Services division's annual budget and monitors expenditures to assure operations remain within established guidelines. Works to eliminate waste and improve the division's bottom line impact. Makes budgets accessible to appropriate program staff.
- 3. Advises, consults, and coordinates with program staff regarding respective services, ensuring compliance with appropriate state and federal contracts and grants.
- 4. Establishes and maintains a collaborate relationship with other Maniilaq division/departments, including other federal and state agencies located within our service area.
- 5. Develops and implements an evaluation tool for use by clients and the public to improve program services.
- 6. Exercises direct supervision of the employees under the division of Behavioral Health Services including hiring, terminating, disciplinary action and grievances.
- 7. Other duties as assigned by the Administrator of Social Services.
- 8. Provides crisis intervention services to clients as needed on a 15 minute response basis. Provides on call crisis intervention services to clients on a 24 hour basis.

SKILLS AND KNOWLEDGE

A Masters degree in social work with ACSW or related health field and two (2) years of diverse clinical and programmatic experience in behavioral health services OR five (5) years of diverse clinical and programmatic experience in behavioral health services with three (3) years of management experience.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by the individual assigned to this job. The statements are not intended to be construed as an exhaustive list of all responsibilities, duties and skill required of the individual in this job.

REVIEW/APPROVAL			
Immediate Supervisor	Date	Second Level Supervisor	Date
Human Resources	 Date	Employee	Date